DIVISION MEMORANDUM
No. __________, s. 2019

SENIOR HIGH SCHOOL JOB FAIR 2019

TO:  Chief Education Supervisors, CID & SGOD
     Officers-In-Charge
     Secondary Public Schools

1. In support to the Senior High School Program of the Schools Division Office - Marikina City, a Senior High School Job Fair 2019 entitled “Unlock your Future” will be held on February 28, 2019 from 8:00 a.m. to 5:00 p.m., at Gabaldon Building, Marikina Elementary School. This activity aims to provide the participants with opportunities for possible employment to the different participating companies during the Job Fair and to learn more about potential employers and available jobs in the market.

2. Target participants are the Grade 12 students for SY 2018-2019.

3. During the Job Fair, each participating company will be allowed to have their tarpaulin, and leaflets/brochures to be disseminated during the event. A table and chairs will be provided by the SDO Marikina.

3. To ensure the smooth implementation, please see the following enclosures:
   - Job Fair Working Committees – (Inclosure No.1)
   - Schedule of Schools’ Visit - (Inclosure No. 02)

4. Other legitimate expenses to be incurred (such as transportation, DOLE registration form) by public secondary schools shall be charged to Canteen Fund subject to the usual accounting and auditing procedures.

5. To ensure 100% success of this endeavor, all secondary school heads are highly encouraged to participate and to give their full support by sending their Grade 12 students.

6. Permit from the parents of participating students must also be sought.

7. Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-In-Charge
Office of the Schools Division Superintendent
SENIOR HIGH SCHOOL JOB FAIR 2019
"UNLOCK YOUR FUTURE"

EXECUTIVE COMMITTEE

Dr. Joel T. Torrecampo
Officer-In-Charge
Office of the Schools Division Superintendent

Dr. Elisa O. Cerveza
Officer-In-Charge,
Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID

Dr. Elizalde Q Cena
Chief Education Supervisor
Schools Governance and Operation Division

WORKING COMMITTEE

Program and Invitation
Amelie Binayas (CID)
Leilani Villanueva (CID)
Emily G. Santos (CID)
Joseph Santos (CID)

Registrations
Nadia Ignacio (MHS)
Marga Bicomongalava (MHS)
Mylene Viary (THS)

Eunice Songcayauon (MHS)
Barbara Santoyo (THS)

Traffic Flow
Maria Paz Calingasan (BNHS)
Evelyn Mergenio (SRNHS)
Eduardo Aguilar (SRNHS)

Bernadette Senado (JDPNHS)
Alexander Estanislao (BNHS)

Accomodations & Physical Facilities
Elisha Dawn Mazon (SGOD)
Ed Angelo Tan (SEHS)
Ruen Lomo (SEHS)

Mark Joan Rempillo (SEHS)
Maria Amor Solis (SEHS)
Noime Del Rosario (SEHS)

Certificates
Marie Aileen Lagarde (SNNHS)

Rosalinda Endaya (SNHHS)

Documentation
Catherine Huerno (CIS-SL)

Mabael Battung (CIS-SL)

Technical
Godfrey Robles (FHS)

Gina Clariza (FHS)

Usher
Bernarda Cudal (KNHS)

Grace Guiaoan (KNHS)

Food and Refreshment
Chona Arenque (MNNHS)
Maybele Roa (NHS)

Teresita Santos (MNHS)
Aaron Enano (NHS)

Cleanliness and Maintenance of the Venue
May Villanueva (MSHS)
Zenia Bindoy (PHS)

Felicitas Perez (MSHS)
Ferdinand Santos (PHS)
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<tr>
<th>School</th>
<th>No. of Students</th>
<th>Total of students Per Batch</th>
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<td>(assembly time 10:00 am)</td>
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<td>FHS</td>
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<td><strong>3rd Batch</strong></td>
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<td><strong>4th batch</strong></td>
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